

# MINUTES

## HUMAN RESOURCES COMMITTEE

CITY OF BRANSON, MISSOURI

January 9, 2015

### 1) Call to Order

The Human Resources Committee met in the Municipal Court Room of City Hall, Friday, January 09, 2015 at 10:30 a.m. The meeting was called to order by Alderman Rick Todd.

### 2) Roll Call

Committee Members present were City Administrator Bill Malinen, Alderman Rick Todd, Alderman Bob Simmons, Dr. Doug Hayter, and Kris Jones.

Also present: HR Director Jan Fischer, HR Manager John E. Butler, Employee Human Resources Committee (EHRC) Chairperson Hillary Bargman, HR Specialist II Norlene Hillier, and HR Specialist I Kimberly Cooper.

### 3) Acknowledgement November 14, 2014.

The minutes of the November 14, 2014 meeting were acknowledged on a motion by City Administrator Bill Malinen, seconded by Alderman Bob Simmons. Motion passed.

### 4) Discussion of Health and Wellness and Non-Tobacco User Program Participation Numbers.

HR Director, Jan Fischer presented that there are no design changes to the FY 2015 Health and Wellness Incentive Program. Requirements include completion of an annual Health Risk Assessment and online wellness profile, participating in a minimum of three wellness presentations throughout the year, and completing a minimum of 60 passive option and 80 active option wellness points each month.

He reported that for Calendar Year 2014, 10 employees chose not to participate in the Health and Wellness program. Nine employees chose to opt-out of the City's Health Insurance Plan and receive the \$100 monthly incentive by providing verification of coverage under another credible health insurance plan.

He also reported, that as of January, 5, 2015, there are 9 employees not participating, and 7 employees chose to opt out of the City's Health Insurance Plan.

Jan Fischer stated the numbers for the 2014 non-tobacco user program which were: 203 non-tobacco users, 6 indicated they would stop using, 14 were tobacco users and 4 chose not to participate in the program.

The numbers for 2015 appear to be as follows: 205 non users; 5 who were to have stopped by 1/1/2015; 9 are tobacco users; and 5 chose not to participate in the program.

Participation in the tobacco program has remained steady over the last year. However, the City has seen an overall increase in participation from the program's 2012 inception when 31 employees indicated they were tobacco users who planned to stop and 12 who chose not to participate in the program.

### 5) Discussion of Municipal Insurance –RFP for Broker or Insurance Company.

Jan Fischer informed the committee that the Broker and Insurance Contracts are due to go out for bid for the year. A discussion was held on how the City would go about the process. Bill Malinen suggested that the City put together a system by which the City assesses the service of the insurance brokers. Rick Todd suggested that the City ask the brokers to offer a third party to help the City find where the gaps are in coverage.

### 6) Human Resources Director's Report.

Jan Fischer updated the committee on the status of the Risk Management Committee. He informed the Committee that the Risk Management Committee plans to have a meeting on January 16<sup>th</sup> and that they plan to meet Quarterly. Jan reported that HR provided Performance Evaluation Training to all the supervisors of the

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City and that the Performance Evaluation Process was updated to provide consistent appraisal results. He informed the Committee that HR would be working on getting employee input on a PTO system and the changes to the Health Insurance Plan. Bill Malinen asked that Jan have an outline for the next meeting on scheduling the Health Insurance changes so that it can be accomplished on time. Jan also mentioned that HR plans to conduct an Employee Survey in 2015 utilizing the Survey Monkey system rather than outsourcing it as in years past. The committee also discussed the schedule of HR Committee Meetings and agreed to continue with monthly meetings during the 2015 Calendar Year.

## **7) Adjourn**

A move to adjourn was made by Doug Hayter, seconded by Kris Jones. Motion carried.